

11 June 1958

MEMORANDUM FOR: Chief, Document Division.
THROUGH : Chief, Processing Branch. *NGS*
SUBJECT : Manpower Utilization in Document Processing.

1. The attached sheet presents statistical data based on the monthly reports compiled by Document Division for the months of February, March, and April 1958. An attempt has been made to provide meaningful figures for day to day evaluation of manpower utilization. These figures are based entirely on the reports submitted by each processing stage during the three month period. They do not necessarily represent the maximum capability of these stages.

2. With regard to the number of documents processed, only the material processed at each stage has been given. TDCS documents and direct distribution items have been excluded from the dissemination and distribution stages, and standard distribution items were counted only for the distribution stage. Where processing has been organized by source, quantities have been broken down by source. There is a degree of inaccuracy in that special coders tend to help with defense coding, thereby inflating the Defense average and reducing the Special average. This applies to some extent in other categories, but in general a fairly realistic picture is given.

3. With regard to productive hours per operation, the daily averages include all net personnel reported in the monthly reports excepting the specified supervisors, and in the instance of dissemination, one individual who is exclusively occupied with direct distribution.

4. The productive factor is the quotient derived from the division of documents processed into man days. The product of a given amount of documents and the productive factor will be the manpower required to process that amount of documents at that stage.

5. No attempt has been made to analyze the receipt and despatch operation, since the monthly reports have not reflected manpower utilization for all the varied activities in this stage. It is assumed that screening manpower has been reported under dissemination and coding by the Analysis Branch.

Attachment: Manpower Utilization in Document Processing *25X11A9a*

Chief, Distribution Section

MANPOWER UTILIZATION IN DOCUMENT PROCESSING

Feb - May 1955

	<u>DISSEMINATION</u>				<u>CODING</u>				<u>DISTRIBUTION</u>	<u>TYPING</u>		
	<u>STATE</u>	<u>DEFENSE</u>	<u>CIA</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>STATE</u>	<u>DEFENSE</u>	<u>CIA</u>	<u>OTHER</u>	<u>TOTAL</u>		
1. No. of Docs.	359	488	219	43	1109	226	330	270	42	869	1393	1189
2. No. of Prod. Hrs. Per Operation	33.03	32.92	23.86	14.84	104.5	40.9	40.8	40.6	23.7	1.46	97	86.12
3. No. of Man Days	4.13	4.11	2.98	1.85	13.07	5.1	5.1	5.1	3.	18.5	12.13	10.77
4. No. of Docs. per Day per Processor	86.92	118.73	74.57	23.34	84.85	44.	65.	54	14.	47	115	110.4
5. Prod. Factor	.0115	.0084	.0136	.0432	.0118	.0226	.0154	.019	.0738	.0213	.0087	.0091